

PARENTING TIME, LEGAL DECISION-MAKING, AND CHILD SUPPORT

STARTING A CASE

YOU CAN USE THIS PACKET IF ALL THIS IS TRUE:

- You want to establish parenting time, legal decision-making, and child support for your child under age 18.
- You and the other parent were not married when the child was born.
- You and the other parent are at least 18.
- You and the child live in Arizona.
- You, the child, or the other parent live in Coconino County.
- The other parent is not on active duty with the military.
- If paternity has not yet been legally established, you know where the other parent lives.
- You do not already have a child support order.

Arizona Rules of Family Law Procedure: The Arizona Rules of Family Law Procedure describe the procedures and forms required in family law cases. You can read the Rules at the Law Library or online at <<http://government.westlaw.com/linkedslice/default.asp?SP=AZR-1000>>.

WARNING: Depending on the circumstances of your case, the Arizona Rules of Family Law Procedure may require you to complete procedures and forms not covered in this packet. You are required to read and follow all of the rules. If you do not, the court may impose sanctions on you. At a minimum, you must read and understand Section II, on Pleadings and Motions, Section VII, on Discovery and Disclosure, and Rule 92, on Civil Contempt and Sanctions for Non-Compliance with a Court Order.

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

Protecting Your Address: If the other party has committed or threatened to commit physical violence against you or your children, and you do not want the other party to know your address: 1) use a post office box on all your court forms or 2) see Rule 7, Arizona Rules of Family Law Procedure, about how to protect your address. See the Self-Help Center packet *Order of Protection* if you need a court to order the other party to stay away from you.

STEP 1: DETERMINE IF THE CHILDREN'S PATERNITY HAS BEEN LEGALLY ESTABLISHED

Paternity has been legally established if either of the following is true.

1. A court order names Father as the children's father.
2. Mother and Father signed an Acknowledgment of Paternity through the Hospital Paternity Program or other means provided by law after July 18, 1996, and a birth certificate listing Father as the father was issued as a result.

STEP 2: READ THE FAMILY COURT SERVICES INFORMATION SHEET

STEP 3: DECIDE ON PARENTING TIME AND LEGAL DECISION-MAKING ABOUT THE CHILDREN

You will enter this information on the Petition later in these instructions.

Joint Legal Decision-Making: Both parents must want joint legal decision-making and agree on all major issues regarding parenting time, education, religion, and medical decisions, including, but not limited to:

- Enrollment or termination of enrollment in a particular school or school program.
- Advancing or holding back in school.
- Authorizing sex education for the child.
- Arranging or permitting regularly occurring extracurricular activities for the child.
- Beginning or ending the regular practice of a religion.
- Arranging for child care providers for long term and/or after school child care.
- Selecting non-emergency medical, dental, and/or psychological services.
- Authorizing the child's driver's license.
- Authorizing the purchase of an automobile for the child.
- Authorizing employment for the child.
- Authorizing the child's marriage.
- Authorizing the child's enlistment into the Armed Forces.
- Passport application for the child.
- Authorizing the child's giving blood.

The court will not order joint legal decision-making if the court determines there has been significant domestic violence. Joint legal decision-making does not necessarily mean equal parenting time and does not change either parent's duty to pay child support.

Sole Legal Decision-Making: The parent with sole legal decision-making will make the major decisions in the children's lives. Parents still must exchange health care, school, and other important information about the children, and the parent without legal decision-making can usually get the information directly from the medical providers and schools.

Parenting Time: For both joint and sole legal decision-making, come up with a schedule for the child to spend time with each parent. The guide called *Planning for Parenting Time* can help you find a schedule that's right for your family. You can find the guide at the Law Library, or online at <http://tinyurl.com/planningforparentingtime>. If unsupervised parenting time would endanger the children, you may ask for supervised or no parenting time for the other parent. There must be good reasons for these extreme restrictions, such as sexual crimes, child abuse or domestic violence, persistent drug or alcohol abuse, or serious mental or physical problems that make parenting risky or impossible. (The court will fine a parent who falsely says these reasons exist.) If you request supervised parenting time, decide who will supervise and who will pay for the supervision if payment is necessary.

**STEP 4: IF YOU WANT JOINT LEGAL DECISION-MAKING:
FILL OUT THE JOINT LEGAL DECISION-MAKING AGREEMENT**

STEP 5: FILL OUT THE CHILD SUPPORT INFORMATION FORM

Fill in all the blanks to the best of your knowledge.

STEP 6: FILL OUT THE DOMESTIC RELATIONS COVER SHEET

You are the Petitioner. The other parent is the Respondent. Fill in as much information as you know.

STEP 7: FILL OUT THE FOLLOWING FORMS

- ☐ Confidential Sensitive Data Form
- ☐ Petition For Parenting Time, Legal-Decision Making, And Child Support
- ☐ Summons

STEP 8: SCHEDULE A PRE-FILING MEETING

**YOU MUST READ AND FOLLOW ALL OF THE INSTRUCTIONS BEFORE THIS STEP
BEFORE YOU SCHEDULE YOUR PRE-FILING MEETING.**

At this free court service, an attorney will meet with you one-on-one to do the following:

- Make sure you have everything you need to start your case
- Explain what steps you need to take after you start your case
- Help you prepare child support forms, if you have children

Call 928-679-7544 to schedule your Pre-Filing Meeting.

STEP 9: GO TO THE PRE-FILING MEETING

Bring the following, completed according to the instructions:

- ☐ Joint Legal Decision-Making Agreement, if applicable
- ☐ Domestic Relations Cover Sheet
- ☐ Confidential Sensitive Data Form
- ☐ Petition for Parenting Time, Legal Decision-Making, and Child Support with the following attached:
 - ☐ A copy of each child's birth certificate
- And the following attached if applicable:
 - ☐ A copy of the paternity order
 - ☐ A copy of the Acknowledgment of Paternity from the hospital
 - ☐ A copy of the genetic test results showing at least a 95% probability of paternity
 - ☐ A copy of the billing statements for the cost of pregnancy, childbirth, and the children's past medical expenses
- ☐ Summons
- ☐ Child Support Information Form

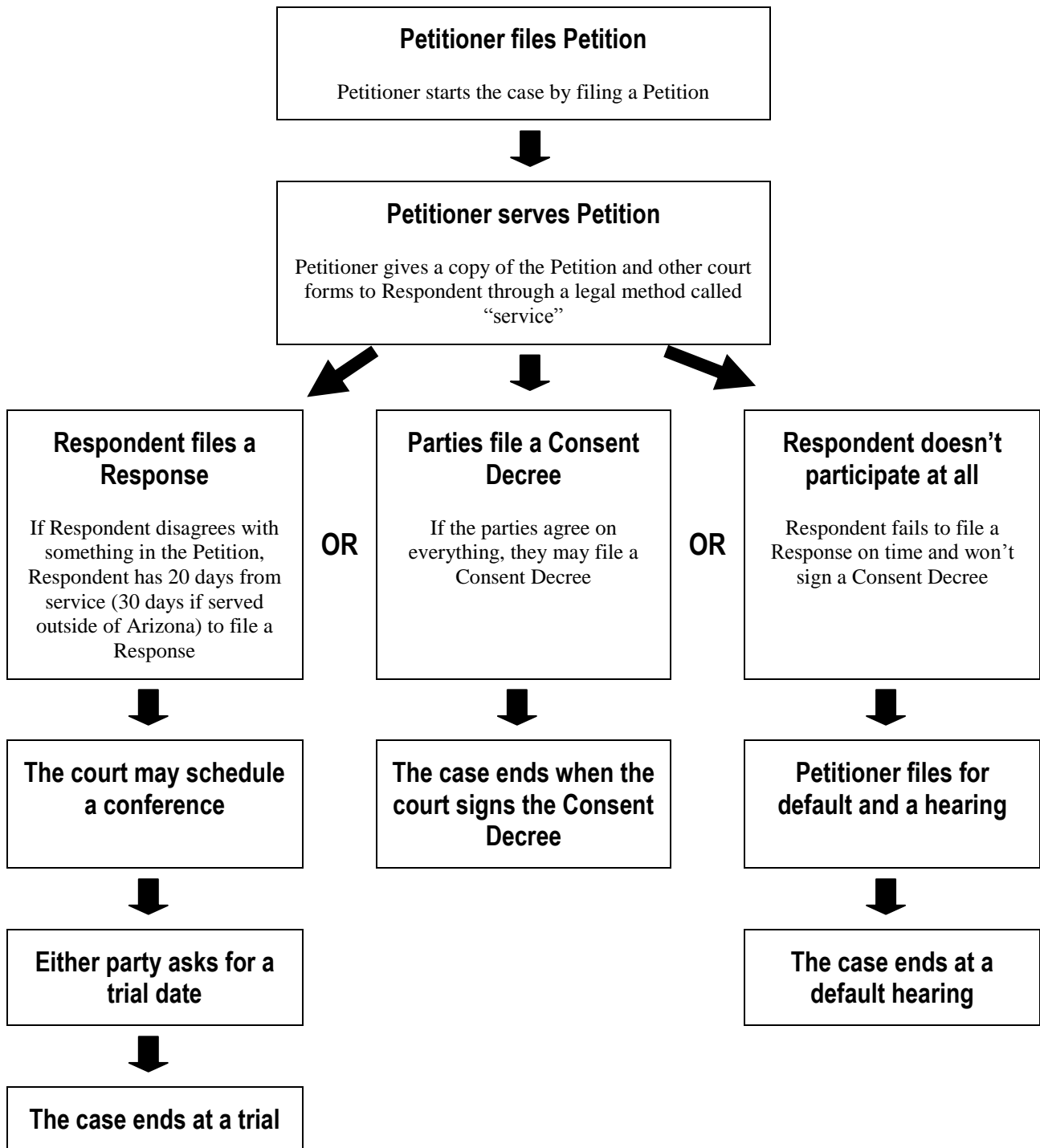
Getting Copies of Birth Certificates: Usually you can get copies of birth certificates from the Department of Vital Records in the state where the children were born. The Arizona Office of Vital Records is at 888-816-5907 or P.O. Box 3887, Phoenix, AZ 85030. Contact information for other states' Vital Records is online at www.azdhs.gov/vitalrcd/states.htm.

Respondent cannot attend the Meeting with you.

If you want to start your case immediately after your Pre-Filing Meeting, also bring the following:

- ☐ Money to make copies
- ☐ The filing fee listed below beside your case type: (The Clerk's Office accepts cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Getting Help With a Filing Fee*.)
 - Legal Decision-Making, paternity has not been legally established yet: \$303
 - Legal Decision-Making, paternity has already been legally established: \$238

Flowchart of the Court Process



How Long Does It Take? Divorce or Legal Separation: at least 60 days. Unmarried parents: at least 30 days.

Where Can I Find Forms? The Law Library has forms for all of these steps.
928-679-7540, 877-806-3187, www.coconino.az.gov/lawlibrary

FAMILY COURT SERVICES

Service	When Can I Ask for It?	How Much Does it Cost?	How Do I Ask for It?
Reconciliation/Separation Counseling	Before or during a divorce or legal separation	<ul style="list-style-type: none"> • 1st session free • 2 more sessions at \$32 per session for a couple or \$24 per session for an individual 	See the Law Library packet <i>Asking for Family Court Services</i>
Family Mediation The parents meet with a neutral mediator to come to agreements about legal decision-making and parenting time.	Before or during a court case involving children	Free	
	After a court case involving children	\$100 per party	
Family Evaluation A mental health professional evaluates the family and recommends a legal decision-making and parenting time arrangement to the court.	During a court case involving children	Free	
	After a court case involving children	Fee set by the evaluator	
Property or Support Mediation The parties meet with a neutral mediator to come to agreements about child support, spousal support, or dividing property and debt.	Before a divorce or legal separation	\$240 per party	Call the Alternative Dispute Resolution Coordinator at 928-679-7508.
	During or after a divorce or legal separation		See the Law Library packet <i>Asking for Family Court Services</i>

Questions? Call the Law Library at 679-7540 or 877-806-3187.

Petitioner's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

Respondent's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

_____ Case Number: *(leave blank)* DO _____
Petitioner's Name on the Petition that started
this case

**JOINT LEGAL DECISION-MAKING
AGREEMENT**

Respondent's Name

AGREEMENT:

We agree on everything in this document, which is about the following children:

JOINT LEGAL DECISION-MAKING:

Joint Legal Decision-Making: We will have joint legal-decision making about the children.

Primary Residence:

- ☐ Children will live mostly with Mother.
☐ Children will live mostly with Father.
☐ Children will live equally with Mother and Father.

PARENTING TIME:

We agree on the Parenting Time Plan listed in ☐ the Petition ☐ the Response ☐ the Consent Decree
☐ other document: _____, filed with the court on this date: _____

ACCESS TO RECORDS AND INFORMATION:

Under Arizona law (A.R.S. 25-403.06), unless otherwise provided by court order or law, on reasonable request, we are entitled to equal access to documents and other information concerning the children's education and physical, mental, moral, and emotional health including medical, school, police, court, and other records directly from the custodian of the records or from the other parent. The court could impose sanctions against a person who does not comply with this law.

EDUCATION:

We will make major educational decisions together. We both may participate in school conferences, events, and activities and consult with teachers and other school personnel.

HEALTH CARE:

We will make major medical/dental decisions together. We both may authorize emergency medical/dental treatment for the children and shall notify each other about that treatment immediately. We both may consult with the children's health practitioners. We will cooperate on health matters concerning the children and keep each other reasonably informed, including about the names, addresses, and phone numbers of all medical/dental care providers.

PROTECTING CHILDREN FROM CRIMINAL OFFENDERS:

We will notify the other parent immediately if we know that a convicted or registered sex offender, or a person who has been convicted of a dangerous crime against children, may have access to the children. We will notify the other parent by first class mail, return receipt requested, or by email.

"Dangerous crime against children" means any of the following committed against a child under age 15:
Second degree murder.

- Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
- Sexual assault.
- Molestation of a child.
- Sexual conduct with a minor.
- Commercial sexual exploitation of a minor.
- Sexual exploitation of a minor.
- Child abuse as prescribed in § 13-3623, subsection A, paragraph 1.
- Kidnapping.
- Sexual abuse.
- Taking a child for the purpose of prostitution as prescribed in § 13-3206.
- Child prostitution as prescribed in § 13-3212.
- Involving or using minors in drug offenses.
- Continuous sexual abuse of a child.
- Attempted first degree murder.
- Sex trafficking.

- Manufacturing methamphetamine under circumstances that cause physical injury to a minor.
- Bestiality as prescribed in § 13-1411, subsection A, paragraph 2.
- Luring a minor for sexual exploitation.
- Aggravated luring a minor for sexual exploitation.
- Unlawful age misrepresentation.

IN ADDITION, WE WILL:

- Inform each other in advance of address and/or phone number changes.
- Notify each other in writing before relocating a child out-of-state or over 100 miles within Arizona, if both parents live in Arizona, as required by Arizona law (A.R.S. 25-408).
- Use the Parenting Time Plan order most recently in place until other arrangements are made if either parent moves out of the area without the children and returns later.
- Inform each other promptly of emergencies and other important events involving the children.
- Consult with each other and agree about extra activities that affect the children's access to either parent.
- Consider each other as care-providers for the children before making other childcare arrangements.
- Not use the children to convey information or change the Parenting Time Plan.
- Encourage love and respect between the children and the other parent, and do nothing that might hurt the other parent's relationship with the children.

DISPUTES:

We will make our best effort to cooperate consistent with the children's best interests and amicably resolve any disputes. If we are unable to reach an agreement about proposed changes, disputes, or alleged breaches of this Agreement, we may request mediation through the court or a private mediator of our choice. While a dispute is being resolved, we will continue to follow this Agreement.

Date: _____

Mother's Signature: _____

Date: _____

Father's Signature: _____

CHILD SUPPORT INFORMATION FORM

Don't file this form with the court.

It's essential to fill in ALL the blanks.

The Attorney will use this information to complete your child support forms at your Pre-Filing Meeting. If you're missing information, your child support forms might not be correct.

How many children age 12 or older do you and the other party have together? _____
What's the month and year of the youngest child's birthday? _____

How many children from other relationships live with the Petitioner? _____
How many children from other relationships live with the Respondent? _____

How many hours a week will the children spend with the Petitioner, according to the parenting time you're asking for? _____
How many hours a week will they spend with the Respondent? _____

Has a court ordered the other party to pay past-due alimony or child support from other relationships? ☐ Yes ☐ No
If Yes, how much per month? _____

On what date did you and the other party start living apart? _____
Do you want the other party to pay you child support for the months you've lived apart?
☐ Yes ☐ No
☐ Petitioner ☐ Respondent has voluntarily paid the other party \$_____ to support the children since you started living apart.

	Petitioner	Respondent
Monthly gross income:	\$_____	\$_____
Monthly court-ordered child support each party pays from other relationships:	\$_____	\$_____
Monthly court-ordered alimony each party pays from other relationships:	\$_____	\$_____
Monthly court-ordered alimony each party receives from other relationships:	\$_____	\$_____

	Petitioner	Respondent
Monthly health insurance paid <u>for the children only</u> (<i>Don't include what you pay for yourself. Your Human Resources Department can give you the right amount.</i>):	\$ _____	\$ _____
Monthly payment for work-related childcare:	\$ _____	\$ _____
Monthly payment for a child's extraordinary educational needs based on the parties' agreement or a court order:	\$ _____	\$ _____
Monthly payment for a gifted or handicapped child's special needs:	\$ _____	\$ _____

Information About the Party Who Should Pay Child Support:

This information lets the court order this party's employer to withhold child support. If you're missing information, it might take longer to get child support. You can get this information from that party's Human Resources Department.

Social Security Number of the Party Who Should Pay Child Support: _____

Current Employer: _____

Payroll Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Previous Employer (if known): _____

Payroll Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

SUPERIOR COURT OF COCONINO COUNTY, ARIZONA

DOMESTIC RELATIONS COVER SHEET - CASE NUMBER DO _____

Please print or type the following information

TYPE OF ACTION: (Check One)

☐ Dissolution: ☐ With Children / ☐ Without Children
☐ Separation: ☐ With Children / ☐ Without Children
☐ Move a Case to This Court From Another State

☐ Annulment ☐ Custody (Unmarried Parents)
☐ Paternity/Maternity ☐ Order of Protection

PETITIONER

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____
Email _____
Gross Monthly Income: _____
Date of Birth _____ ☐ Male ☐ Female
☐ White ☐ Hispanic ☐ Black ☐ Native American
☐ Native Hawaiian/Pacific Islander ☐ Asian ☐ Other

RESPONDENT

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____
Email _____
Gross Monthly Income: _____
Date of Birth _____ ☐ Male ☐ Female
☐ White ☐ Hispanic ☐ Black ☐ Native American
☐ Native Hawaiian/Pacific Islander ☐ Asian ☐ Other

PETITIONER'S ATTORNEY

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____

RESPONDENT'S ATTORNEY

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____

MINOR CHILDREN

Name _____
Name _____
Name _____
Name _____

DOB _____
DOB _____
DOB _____
DOB _____

Names and DOB of any OTHER minor children of the petitioner and/or respondent, who are not involved in this case.

Are any of the children named above parties in a ☐ Juvenile Delinquency, ☐ Dependency or ☐ Guardianship?

Have there been any other cases (excluding minor traffic offenses) in any court involving members of this family? If so, provide the case number. Please ask the Clerk to look up the case number for you if you do not know it.

Has anyone listed on this cover sheet been named in a Order of Protection or Injunction Against Harassment? If yes, please identify.

What Court granted the Protection Order?

Where did you get the forms you are filing today? ☐ Self -Help Center ☐ Online ☐ Attorney ☐ Bookstore
☐ Other: _____

FLAP Attorney Initials _____

Name of Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

_____ Case Number (*leave blank*): DO _____
Petitioner's Name

CONFIDENTIAL SENSITIVE DATA
FORM

_____ Respondent's Name
NOT FOR PUBLIC RECORD
(OMIT SOCIAL SECURITY DATA ON OTHER FORMS)

A. Personal Information:

	Name	Date of Birth	Social Security Number
Petitioner:	_____	_____	_____
Respondent:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____

OPTIONAL

B. Financial Account Numbers (including credit cards, financial institution records, investments, debts):

Financial Institution	Type of Account	Name(s) on Account	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and Retirement Accounts (including IRAs, 401Ks):

Financial Institution	Type of Account	Name(s) on Account	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Life Insurance Policies:

Financial Institution	Type of Account	Name(s) on Account	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

_____ Case Number (*leave blank*): DO _____
Petitioner (me)
I am the ☐ Mother ☐ Father

**PETITION FOR PARENTING TIME,
LEGAL DECISION-MAKING, AND
CHILD SUPPORT**

☐ **AND PATERNITY**

(*Check this box if paternity has not been legally
established*)

Respondent (the other parent)
Respondent is the ☐ Mother ☐ Father

Including Affidavit Regarding Minor Children

I STATE THE FOLLOWING UNDER OATH:

The Parents: The conciliation provisions have been met or do not apply. Respondent is not in military service. The children and I live in Arizona.

Mother's Name: _____
Street Address: _____ City, State, Zip: _____
Phone Number: _____ Birthdate: _____

Father's Name: _____
Street Address: _____ City, State, Zip: _____
Phone Number: _____ Birthdate: _____

Paternity:

☐ **Paternity has been legally established:**

- ☐ A court order (copy attached) names Father as the children's father.
- ☐ Mother and Father signed an Acknowledgment of Paternity (copy attached) through the Hospital Paternity Program or other means provided by law after July 18, 1996, and a birth certificate listing Father as the father was issued for each child as a result.

- ☐ **Paternity has not yet been legally established:** The children were born to Mother when Mother and Father were not married to each other, Mother and Father had sexual intercourse on the children's probable conception dates, and Father is the children's natural father:
- ☐ And the results of a blood test (copy attached) indicate that the likelihood of Father's paternity is 95% or greater.
- ☐ And Mother was married to a Husband other than Father at any time in the ten months before the children were born, or the children were born within ten months after Mother was divorced or legally separated from a Husband other than Father.
Husband's Name: _____
- ☐ And the children's birth certificates list the name of a father other than Father.
Name Listed: _____

The Minor Children: A copy of each child's birth certificate is attached.

CHILD'S NAME: _____ Birthdate: _____
Where this child lived, dates lived there, and with whom the child lived, over the last 5 years:

Address	Dates	With whom
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CHILD'S NAME: _____ Birthdate: _____
Where this child lived, dates lived there, and with whom the child lived, over the last 5 years:

Address	Dates	With whom
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CHILD'S NAME: _____ Birthdate: _____
Where this child lived, dates lived there, and with whom the child lived, over the last 5 years:

Address	Dates	With whom
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ Yes ☐ No: I have participated, as a party or witness or in any other way, in another court case, described below, about the custody, legal decision-making, or parenting time of a child named above.

CHILD'S NAME: _____ Case Number: _____
Court Name: _____
Date the court signed the legal decision-making order: _____
What that order says: _____

CHILD'S NAME: _____ Case Number: _____
Court Name: _____
Date the court signed the legal decision-making order: _____
What that order says: _____

☐ Yes ☐ No: Another court case, described below, involving a child named above, but not about custody, legal decision-making, or parenting time, could affect this case.

CHILD'S NAME: _____ Case Number: _____
Court Name: _____

The case is about: ☐ child support ☐ enforcement of court orders ☐ domestic violence
☐ a protective order ☐ adoption ☐ terminating parental rights ☐ a criminal matter ☐ other:

CHILD'S NAME: _____ Case Number: _____
Court Name: _____

The case is about: ☐ child support ☐ enforcement of court orders ☐ domestic violence
☐ a protective order ☐ adoption ☐ terminating parental rights ☐ a criminal matter ☐ other:

☐ Yes ☐ No: Someone other than me or the other parent has physical custody or claims rights of legal or physical custody or visitation with a child named above, as described below.

CHILD'S NAME: _____ Other Person's Name: _____
Other Person's Address: _____

Nature of the Claim: _____

CHILD'S NAME: _____ Other Person's Name: _____

Other Person's Address: _____

Nature of the Claim: _____

Child Support Enforcement: ☐ Yes ☐ No: Arizona Child Support Enforcement has been involved in establishing spousal maintenance for me or the other parent or paternity or child support for any child named above, as described below. If yes, I will deliver a copy of this document to CSE on the day I file it.

CHILD'S NAME: _____

Name of court: _____ Court case number: _____

CHILD'S NAME: _____

Name of court: _____ Court case number: _____

I ASK THE COURT TO ORDER THE FOLLOWING:

Paternity:

(Only complete the Paternity section if paternity has not been legally established.)

- ☐ Order that Father is the children's father.
- ☐ Order that Father's name be added to each child's birth certificate. If the children's birth certificates already list the name of a father other than Father, order that the name be changed to Father's name.

- ☐ Order each child's last name changed to Father's last name and a new birth certificate issued for each child showing the new name.
- ☐ Order that ☐ Mother or ☐ Father pay the other party \$_____ for the cost of pregnancy, childbirth, and/or the children's past medical expenses (billing statements attached).
- ☐ Order that Respondent pay me my costs and expenses for this action, including the cost of any genetic test the results of which are attached to this Petition.
- ☐ If Respondent denies paternity, order that Respondent, the children, and I submit to, and Respondent pay for, genetic testing necessary to establish paternity.

Legal Decision-Making About the Children:

- ☐ **Joint Legal Decision-Making:** Award the parents joint legal decision-making about the children as stated in the Joint Legal Decision-Making Agreement we signed. No significant domestic violence has occurred between the parties.
- ☐ **Sole Legal Decision-Making:** Award ☐ Mother or ☐ Father sole legal decision-making about the children. Joint legal decision-making is not in the children's best interest because *(you must fill in this blank if you ask for sole legal decision-making)*:

Children's Primary Residence:

- ☐ Children will live mostly with Mother.
- ☐ Children will live mostly with Father.
- ☐ Children will live equally with Mother and Father.

Parenting Time:

- ☐ **Order This Parenting Time Plan:**

The children will be in Father's care at these times:

At the start of Father's time with the children, ☐ Mother will drop them off or ☐ Father will pick them up at this time: _____ at this location: _____

The children will be in Mother's care at these times:

At the start of Mother's time with the children, ☐ Father will drop them off or ☐ Mother will pick them up at this time: _____ at this location: _____

While we understand the court may enforce this drop-off and pick-up schedule, we will be reasonably flexible about it.

Other scheduling arrangements:

- ☐ During summer months or school breaks longer than four days not listed in the holiday schedule below, the children will be in ☐ Mother's or ☐ Father's care.
- ☐ We each are entitled to an annual _____-week vacation with the children. We will work out the details of the vacation at least _____ days in advance.
- ☐ Neither parent will travel with the children outside Arizona for longer than _____ days without the prior written consent of the other parent or order of the court.

We will inform each other of plans to travel out of the area with the children and of addresses and phone numbers where we and children can be reached during travel.

Holidays:

	Even Years		Odd Years	
	Mother	Father	Mother	Father
New Year's Eve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Year's Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spring Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 th of July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halloween	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veteran's Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thanksgiving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hanukkah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christmas Eve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christmas Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winter Break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Birthdays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Mother will have the children on Mother's Day and Father will have the children on Father's Day.
- ☐ Each parent will have the children on that parent's birthday.
- ☐ On three-day weekends, which include Martin Luther King Day, President's Day, Memorial Day, Labor Day, and Columbus Day, the children will remain in the care of the parent who has them for the weekend.

Holiday times will begin and end as follows: _____

Phone access:

☐ Each parent may contact the children by phone during the children's normal waking hours.

☐ Other: _____

Religion:

☐ Each parent may take the children to a place of worship of that parent's choice while the children are in that parent's care.

☐ The children may be instructed in the following faith: _____

☐ Religious arrangements do not apply to this Plan.

Communicating with each other: We will communicate with each other about the children ☐ by phone ☐ by email ☐ by text ☐ in person at least every _____ days.

We may change the parenting plan by written agreement only, except in an emergency.

Reviewing the plan: We will review this Plan every _____ months and ask the court for any necessary or desired changes.

Other: _____

☐ **Order Supervised Parenting Time:**

Unsupervised parenting time would endanger the children's physical, mental, moral, or emotional health because:

Parenting time may take place only in the presence of another person, named as follows:

Other restrictions on parenting time:

The cost of supervised parenting time, if any, will be paid ☐ by the parent being supervised or ☐ by the custodial parent or ☐ equally by both parties.

☐ **Order No Parenting Time:**

Even supervised parenting time with the other parent would endanger the children's physical, mental, moral, or emotional health because:

Child Support:

Leave the Child Support section blank. The attorney at the Pre-Filing Meeting will help you with this.

The Parent's Worksheet for Child Support Amount dated _____ shows that ☐ I or ☐ the other parent is obligated to pay monthly child support of \$_____.

☐ Order that support.

☐ **Deviation:**

It would be inappropriate or unjust to apply that amount because:

Therefore, free of duress and coercion, I ask the court to order that:

☐ ☐ I or ☐ the other parent pay monthly child support of \$_____.

☐ Neither parent pay child support.

This deviation is in the children's best interest because:

I understand that it is up to the court whether to grant this deviation and that the court can change child support at any time if a party asks for a change.

Order that any child support obligation starts on:

☐ the date the Petition was filed.

☐ this date: _____. We started living apart on this date: _____

☐ Mother ☐ Father has voluntarily paid the other parent \$_____ to support the children since we started living apart.

Order that any payments be made through the Support Payment Clearinghouse by automatic wage assignment. If there are temporary child support orders, order a judgment for arrears when the judge signs the Decree.

Medical, Dental, Vision Care for Minor Children: Order these expenses divided as follows:

Mother is responsible for providing ☐ medical ☐ dental ☐ vision care insurance.

Father is responsible for providing ☐ medical ☐ dental ☐ vision care insurance.

Order the parties to pay for all reasonable un-reimbursed medical, dental, and health related expenses incurred for the children in proportion to the parties' respective incomes as set forth in the most recent Parent's Worksheet for Child Support Amount.

Tax Exemptions: Divide our income tax exemptions for dependents as follows:

(This does not include claiming the children for tax credits such as the Earned Income Credit.)

Parent Entitled to Claim:

Me	My Spouse	Child's Name	Tax Years
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

I Request the Following Other Orders:

I request any other orders that the court deems appropriate.

OATH AND VERIFICATION:

I have read this Petition. It is true and complete to the best of my knowledge.

My Signature: _____

State of Arizona)

)

County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal:

Notary Public: _____

Notary Expiration Date: _____

Petitioner's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

Petitioner's Name: _____ Case Number: DO _____

SUMMONS

Respondent's Name: _____

THE STATE OF ARIZONA TO (*enter Respondent's name*): _____

YOU ARE SUMMONED and required to appear and defend within the time applicable in this action in this court. If served in Arizona, you shall appear and defend within 20 days of service on you of the Summons and Petition, excluding the day of service. If served outside of Arizona, you shall appear and defend within 30 days of service on you of the Summons and Petition, excluding the day of service. Direct service is complete when made. Service by publication is complete 30 days after the first publication.

If you fail to appear and defend within the time applicable, judgment by default may be rendered against you for the relief demanded in the Petition.

In order to appear and defend, you must file a Response in writing with the clerk of this court, accompanied by the necessary filing fee, within the time required, and you must serve a copy of any Response on the Petitioner.

A copy of the pleading being served may be obtained from the Clerk of Superior Court, Coconino County Courthouse, 200 N. San Francisco St., Flagstaff, AZ 86001.

Requests for reasonable accommodation for persons with disabilities must be made to the court by parties at least three (3) working days in advance of a scheduled court proceeding.

If this is an annulment, divorce, or legal separation, either party can ask the court for counseling or mediation to try to reconcile or to come to agreements about the case outside of court. You can find a form at the Law Library.

Leave this blank. This is for the court to fill in.

SIGNED AND SEALED this date: _____

Clerk of Superior Court

By Deputy Clerk: _____